

myVTax Guide: How to Submit a Malt & Vinous Beverage Return

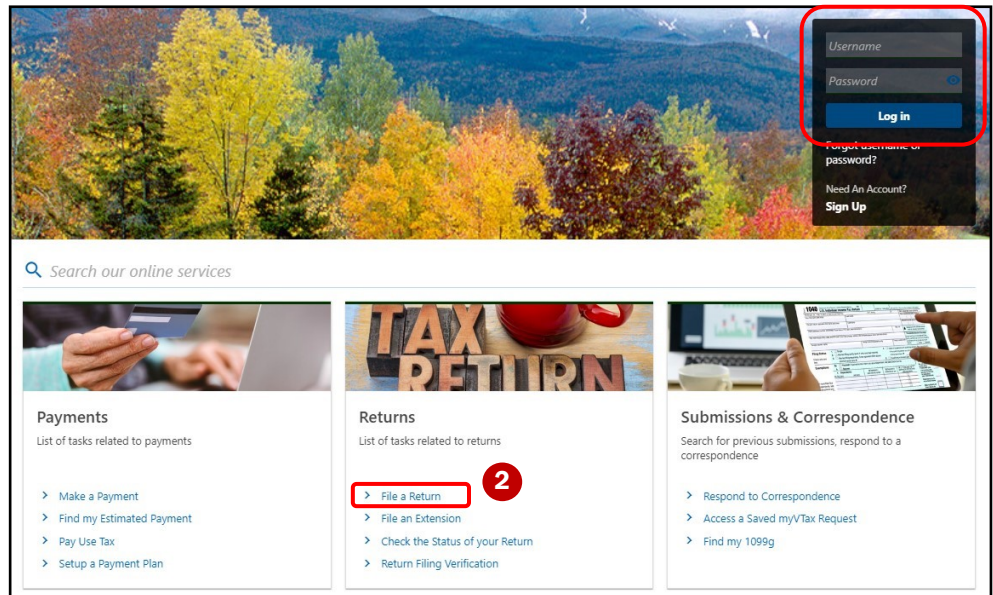
Filing Vermont business tax forms online can save labor and time and improve accuracy. This guide provides step-by-step instructions on how to submit a Malt & Vinous Beverage Return through myVTax, whether or not you have a myVTax account. We will show you how to file with or without an account.

Step 1 Find "File a Return" on myVTax

Go to **www.myVTax.vermont.gov**.

If you have an account, log in from the myVTax homepage and skip to Step 3. **1**

If you do not have a myVTax account, click **File a Return** and continue to Step 2. **2**



Step 2 Enter taxpayer information

Fill in the appropriate fields. A field with a red asterisk requires an answer.

Once all the required fields are filled in, click **File Return** (not shown here)

Step 3 Enter distributor license information

Enter your Vermont State Distributor License Number. Click **Next**.

VT State Distributor License Number

VT STATE DISTRIBUTOR LICENSE NUMBER

VT State Distributor License Number

Cancel Save Draft < Previous **Next >**

Step 4 Fill out the Malt & Vinous Beverage Return

Enter the figures and click **Next**.

MALT BEVERAGE TAX CALCULATION

4. Enter the number of gallons of taxable malt 6% or less alcohol sold
0.00

5. Multiply Line 4 by the tax rate of \$0.265.
0.00

6. Enter the number of gallons of taxable malt over 6% alcohol sold
0.00

7. Multiply Line 6 by the tax rate of \$0.55.
0.00

8. Total Malt Beverage Tax Due (Add Lines 5 and 7).
0.00

VINOUS BEVERAGE TAX CALCULATION

9. Enter the number of gallons of taxable wine (from grapes) sold
0.00

10. Multiply Line 9 by the tax rate of \$0.55.
0.00

11. Enter the number of gallons of taxable hard cider (from apples) sold
0.00

12. Multiply Line 11 by the tax rate of \$0.55.
0.00

13. Enter the number of gallons of taxable mead (from honey) sold
0.00

14. Multiply Line 13 by the tax rate of \$0.55
0.00

15. Enter the number of gallons of other taxable vinous beverage sold
Other Vinous Type

16. Multiply Line 15 by the tax rate of \$0.55.
0.00

17. Total Vinous Beverage Tax Due (Add Lines 10, 12, 14, and 16)
0.00

BEVERAGE TAX DUE

18. Total Beverage Tax Due (Add Lines 8 and 17)
0.00

Cancel Save Draft < Previous **Next >**

Step 5 Upload the “Malt & Vinous Report” into myVTax

For the **Distribution Information**, select the option that best defines how the distribution report will be filed. In the example here, **option A – I will attach**

my distributor’s report to this electronic filing – is selected. Distribution has been or will be reported through myVTax upload. Click **Next**.

DISTRIBUTION INFORMATION

☒ I will attach my distributor's report to this electronic filing

☐ I will mail a copy of my distributor's report to the Department

☐ Another entity submitted my distributor's report

Must select an option

Cancel Save Draft < Previous **Next** >

Because you chose to upload your **Malt and Vinous Beverage Return** into myVTax in this example, the system will prompt you to attach the spreadsheet to your return. Click **Next**.

Attachments

Type	Name	Size
There are no attachments.		

Cancel Save Draft < Previous **Next** >

Select a file to attach

Type: Malt and Vinous Beverage Upload

Description: MVB Upload

File: Choose File MBV Upload.txt

Cancel OK

1 Type: Click the down arrow and select **Malt & Vinous Beverage Upload**

2 Description: Enter a description such as “MVB Upload”

3 Choose a File: Browse your files and find your Malt and Vinous Distribution Report spreadsheet. Make sure the spreadsheet is saved in a Text (Tab delimited) (*.txt) format.

Once all the information has been captured from above, click **OK**.

You can see the attachment you have added to the system. Click **Next**.

Step 6 Make a Payment

myVTax walks you through the payment process. To pay by ACH Debit, fill in your routing number, savings or checking account number, etc. Once all required information is entered, click **Next**.

PAYMENT INFORMATION

Complete the information on the check below to submit your payment through E-Check or ACH Debit. Paying through E-Check or ACH Debit is free.

- Our other E-Pay options include ACH Credit and Credit Card. **Please note: Credit Card payments are subject to a 3% processing fee.** ACH Debit payments are not subject to any fees.
- Credit Card payments can be made by clicking into your account on myVTax and selecting the "Pay" link next to the appropriate tax period.

Pay with ACH Credit? [Click Here for ACH Credit Instructions](#)

Attention, taxpayers using ACH Credit: Effective January 2, 2018, accounts for the Vermont Department of Taxes are with People's United Bank, N.A. If you pay your taxes through ACH Credit, you must notify your financial institution of the new account and routing numbers (found in the instructions) at People's Bank before your next tax payment is due. Late payments may be subject to penalty and interest.

Warning: If you have an ACH filter block on your account, please note the new originator number is **8036000264** to be used as of November 2015.

Want to schedule your ACH Debit payment for later? Change the payment date below to your preferred date.

Period Sep-30-2020

Malt and Vinous Beverage

***1111

Bank Account

Type

Domestic Bank Account

Bank Account Type *

☐ Checking
 ☐ Savings

Routing Number *

Required

Populate Routing Number

Account Number *

Required

Confirm Account Number *

Required

1

2

3

4

5

6

7

8

9

0

+

-

*

#

^

~

!

@

#

\$

%

Routing Number

Account Number

Check Number

Payment

Select this option if you are choosing to make a payment with a return you are submitting today.

Payment Date *

Required

Amount

2,465.00

Confirm Amount *

Required

☐ Click here if you have already paid or would like to print a voucher to pay by paper check

Cancel

Save Draft

< Previous

Next >

Step 7 Certification and Summary

On the **Certification and Summary** screen, myVTax wants to confirm your identity and certify that the return is correct. **Check the box 1** to certify, and enter the name of the taxpayer or the taxpayer's authorized agent. Enter your daytime phone number in case the Department needs to contact you about the return. Click **Submit**.

CERTIFICATION AND SUMMARY

I hereby certify that I am an officer or authorized agent responsible for the taxpayer's compliance with the requirements of Title 32 of the Vermont Statutes and that this return is true, correct, and complete to the best of my knowledge. If prepared by a person other than the taxpayer, this declaration further provides that under 32 V.S.A. §5901, this information has not been and will not be used for any other purpose, or made available to any other person, other than for the preparation of this return unless a separate valid consent form is signed by the taxpayer and retained by the preparer.

1 ☐ I certify the statement above *

Signature of Taxpayer or Authorized Agent *

Required

Date

Dec-17-2020

Daytime Telephone Number

☐ Check here if this return is being completed by a preparer

Cancel

Save Draft

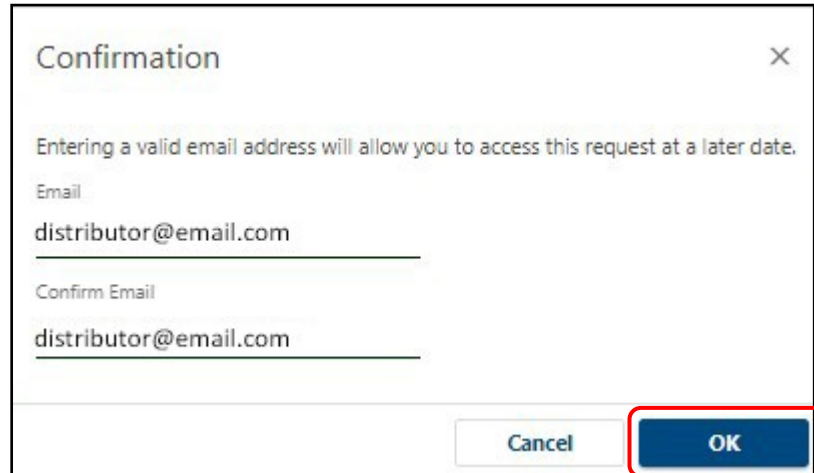
< Previous

Submit

Make a Payment (continued)

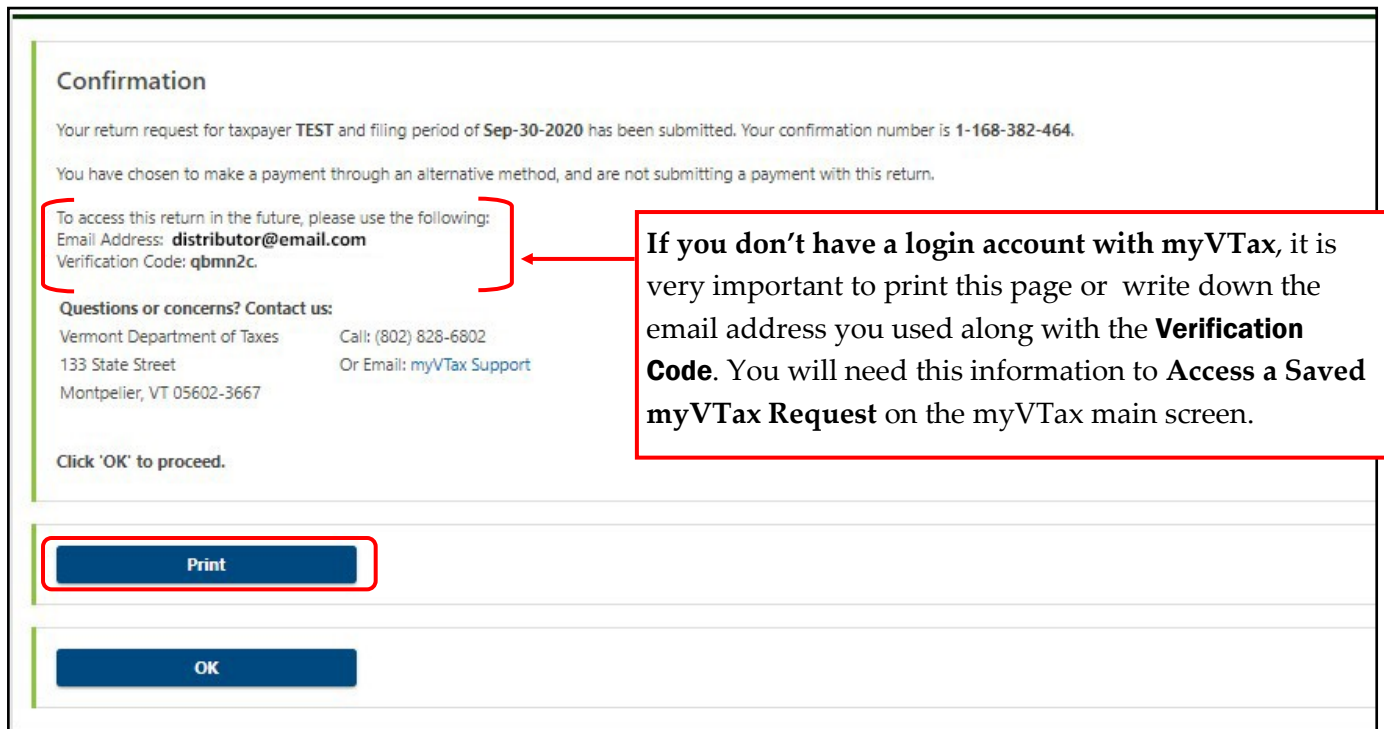
Enter and confirm your email.
Click **OK**.

The system will email you a confirmation.

A confirmation dialog box titled "Confirmation" with a close button (X) in the top right corner. The text inside says: "Entering a valid email address will allow you to access this request at a later date." Below this, there are two input fields. The first is labeled "Email" and contains the text "distributor@email.com". The second is labeled "Confirm Email" and also contains the text "distributor@email.com". At the bottom right, there are two buttons: "Cancel" and "OK". The "OK" button is highlighted with a red rectangular border.

When you get to the Confirmation page, you are done. Click **Print** to print a copy of this page for your records. This is especially important if you do not have a login account in myVTax.

Note that you cannot print a return from the email. You can only print from the confirmation page.

A confirmation page titled "Confirmation". The text on the page reads: "Your return request for taxpayer TEST and filing period of Sep-30-2020 has been submitted. Your confirmation number is 1-168-382-464." Below this, it says: "You have chosen to make a payment through an alternative method, and are not submitting a payment with this return." A red bracket highlights the following text: "To access this return in the future, please use the following:
Email Address: distributor@email.com
Verification Code: qbm2c." To the right of this bracketed text, a red arrow points to a red-bordered box containing the text: "If you don't have a login account with myVTax, it is very important to print this page or write down the email address you used along with the **Verification Code**. You will need this information to **Access a Saved myVTax Request** on the myVTax main screen." Below the bracketed text, there is a section titled "Questions or concerns? Contact us:" with contact information for the Vermont Department of Taxes. At the bottom, there are two buttons: "Print" and "OK". The "Print" button is highlighted with a red rectangular border.